Members Present: Gabby Ciuffreda, Chair; Jack Cunningham, Piet van Loon, Tim Arsenault, Lew Sorenson, Greg Brown, Bobbi Kilburn, Carolyn Partridge
Members Participating by Phone: None
Absent: None.
Staff present: Chris Campany, Executive Director; Mike Shaughnessy, Finance Manager; Emily Davis, Planner
Public: None
Presenter: None
Call to Order: Commissioner Gabby Ciuffreda, Chair, called the meeting to order at 6:03 p.m.

Additions/Changes to Agenda: The Office & Operations Renovation Update & Proposal was moved ahead of the Climate Action Committee Proposal in the Agenda. It was noted that Wilmington Commissioner and WRC Secretary Tom Consolino had resigned as a Commissioner and from all related responsibilities to take care of his health.

Secretary’s Report: The November 13, 2018 minutes were approved on a motion by Commissioner Arsenault, seconded by Commissioner Cunningham, by a unanimous vote.

Treasurer’s Report: Finance Manager Mike Shaughnessy reported that we remain solvent and are running a surplus for the fiscal year. He noted that drawdowns on U.S. EPA Brownfields Grants for both assessment and the revolving loan fund were submitted prior to the federal government shutdown. Funds were released to the assessment program but not the revolving loan fund due to the shutdown. The assumption is that an EPA employee would have to sign off on the revolving loan fund disbursement but due to the closure no employees are working. Executive Director Chris Campany asked the Board for permission to suspend the WRC Brownfields Program, if necessary, due to the shutdown. The Board agreed. On a motion by Commissioner Sorenson, seconded by Commissioner Cunningham, the Treasurer’s Report was approved by a unanimous vote.

Office & Operations Renovation Update & Proposal: Executive Director Chris Campany explained that events have prompted updates to the WRC’s email and website hosting, and that the Commission’s phone sets are a few decades old and in need of replacement. He went on to explain that it had been some time since significant investment had been made to the office and staff workspaces, and that it was time for an update. Mike Shaughnessy reviewed the technology needs and update proposal, and Planner Emily Davis reviewed the proposed improvements to the office space, including furniture and layout. The total estimated cost of all upgrades totaled approximately $30,000. Chris noted that staff asked him to convey that they hoped the improvements would not
count against staff compensation, and that there seemed to be sufficient funding in reserves to cover the needed updates. There was discussion about who would move out the old furniture and who would install the new furniture, and whether or not there might be takers for the old furniture. It was noted that staff were reaching out to organizations and schools to see if there was any interest in the old furniture. On a motion by Commissioner Sorenson, seconded by Jack Cunningham, the Board approved by unanimous vote approval to spend up to $35,000 to implement the proposal and that Experienced Goods be invited to the office to see what, if anything, that organization might be able to sell.

**Climate Action Committee Proposal:** Planner Emily Davis presented a proposal developed by her and Planner Marion Major for the creation of a committee that would engage diverse stakeholders, especially youth, to develop and support WRC action on responses to climate change. The proposal was well-received in concept, but Commissioners raised concerns about staff and Commissioner capacity to execute the idea as proposed. The Board expressed their support for the ideas and direction behind the proposal and asked staff to further refine how the proposal might be executed within the context of overall Commission capacity.

**Vernon Town Plan Approval & Planning Process Confirmation:** On a motion by Commissioner Cunningham, seconded by Commissioner Sorenson, the Vernon Town Plan was approved and the Vernon town planning process was confirmed by a unanimous vote.

**Commissioner Handbook Materials Update:** Chair Ciuffreda noted that Executive Director Campany had provided her with suggested updates to the handbook materials, as well as the Commission bylaws, but that she needed more time for review. The topic will be discussed again at the February Board meeting.

**Legislative Agenda Proposal:** Executive Director Campany reviewed the proposed WRC Legislative Priorities for 2019. On a motion by Commissioner Sorenson, seconded by Commissioner Arsenault, the Board adopted the priorities by a unanimous vote.

**New Appointments:** On a motion by Commissioner Arsenault, seconded by Commissioner Sorenson, Putney Commissioner Karen Astley was appointed to the Transportation Committee and Brattleboro Commissioner Elizabeth McLoughlin was appointed Moderator of the WRC Legislator Brownbag Forum by a unanimous vote.

**Executive Director Report:** Executive Director Campany explained that new Senior Planner Susan Westa had begun employment with the Commission and would be the staff lead on community development, and would also support municipal planning. He explained that the Commission had lost considerable brownfields expertise with the departure of former Associate Director, Susan McMahon, and that additional technical support may be needed. Going forward, he felt it would be in the Commission’s best interest to have Planner Marion Major assume responsibility for the WRC’s Transportation Planning Program because she was now a seasoned planner who knows how to work well with our towns and would provide vision and stability to our biggest single program upon which the region depends. Responsibility for Brownfields would move to Susan Westa as part of her community development responsibilities. The Board felt this was a good approach and offered their thanks to Marion for taking on this responsibility.
Committee Chair Updates: There were no committee meetings held to provide updates about.

Review of Action Items from Meeting: Executive Director Campany will draft proclamations commending former Commissioners Jodi French and Tom Consolino for their service ahead of the January Full Commission meeting.

Adjournment: On a motion by Commissioner Cunningham, seconded by Commissioner Arsenault, the meeting was adjourned at approximately 7:52 p.m.

Respectfully Submitted,
Ashley Collins